

# Civil Service Commission Minutes

Cincinnati, Ohio

October 27, 2011

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, October 27, 2011. Commissioners in attendance were Mr. James Robinson, Chairman, Ms. Deborah Gaines and Mr. Robert Braddock. Commission staff present included, Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the October 13, 2011 meeting had been circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved.

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## ELIGIBLE LISTS

- Administrative Technician – promotional

## SPECIAL EXAMINERS

- Scott Kitz for the Board of Education Custodian Manager exam
- Tom Goodman and Kevin Cunningham for the Engineering Technician 3 (Instrumentation) exam
- Todd Trabert for the Maintenance Fabrication Apprentice exam
- Jerry Weimer for the Wastewater Collection Crew Leader exam

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## METROPOLITAN SEWER DISTRICT

### **Request from the Metropolitan Sewer District for the promotion without exam of Wanda Harney, Diana Jordan, and Terry Wright from Chemists to Senior Chemists**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they were chosen from the four qualified and eligible employees in the employing unit.

## TRANSPORTATION AND ENGINEERING

### **Request from the Department of Transportation and Engineering for the voluntary demotion of Douglas Blakey from an Airport Maintenance Worker to a Utility Laborer**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the voluntary demotion and Mr. Blakey meets the qualifications as stated in the classification specification.

## **WATER WORKS**

### **Request from the Water Works Department for the exceptional appointment of Jeremy Thompson, Nick Hughes, and Matthew Holmes as Electrical Maintenance Helpers**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they are qualified and the Commission previously approved this title for exceptional appointment.

### **Request from the Water Works Department for the extension of probation for April Flowe as a Clerk Typist 3**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Flowe is on medical leave.

## **PUBLIC SERVICES**

### **Request from the Public Services Department for the permanent appointment of Gerald Moore from a Municipal Worker to a Laborer**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Moore is the most senior municipal worker in the employing unit.

### **Request from the Public Services Department for the exceptional appointment of John Gavey as a HVAC Specialist**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Gavey is qualified and the Commission previously approved this title for exceptional appointment.

## **CITY PLANNING AND BUILDINGS**

### **Request from the City Planning and Buildings Department for the unclassified appointment of Larry Harris as an Urban Conservator**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Harris is qualified.

<b>AGENDA ITEMS</b>
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### **Request from Mark Graber to appeal his rejection from the Cement Finisher exceptional appointment process**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that excluding the time spent in the military during Mr. Graber's recent deployment, Mr. Graber meets the minimum qualifications.

**Request from Larry Pitts to appeal his rejection from the Motor Equipment Operator 2 promotional exam**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Pitts does not meet the minimum qualifications as stated in the classification specification.

**Request from Joseph Glisson to have alternate test dates for the practical and driving portions of the Fire Apparatus Operator promotional exam**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Civil Service Rules allow for alternate test dates because of illness or injury for promotional exams.

**Request from Debra Gutzwiller to take the Senior Engineering Technician open exam**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that the vacant position is in the process of being filled from the eligible list.

**Request from Stephanie Baggett to appeal her rejection from the Parking Enforcement Officer & Meter Inspector promotional exam**

The staff recommended denial of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Baggett's daily function is as a Parking Enforcement Officer and Ms. Baggett has a Certificate of Commission as a Parking Enforcement Officer from the Police Department.

**Request from Carlos Cheatham for a reasonable accommodation for the Board of Education Custodial Manager promotional exam**

The staff recommended approval of the request. After review and discussion, the Commission approved the recommendation to allow a proctor and an additional 30 minutes for the exam. The decision was based on the information provided at the meeting and the exam will be given to Mr. Cheatham on the same day as the others.

**Request from the Health Department to add an Administrative Technician and a CRR-Medical Assistant position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed titles and the deletion of a Public Health Nurse 2 and a Customer Relations Representative.

**Request from the Public Services Department to add two Automotive Mechanic positions to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title.

**Pending:**

Laboratory Technician Classification decision  
Anthony Arnold - suspension

**Appeals to be scheduled:**

Joseph Lee  
Augusta Steele  
Alfred Brewster  
Veno Mitchell  
Steve Byrne (2 appeals)  
Whitney Mobley  
David Johnson  
Anthony Harper  
Jasmine Wright  
James Roper  
Lester McEwen